City of Fresno Employee Application

Walkthrough

Welcome Screen

Basic Job Search- If there are more jobs than can fit on this one screen, use this to search for a specific posting.

Applications- This shows how many apps you have submitted. You can also click on it to view previous apps.

Careers Home
Welcome Megan

Basic Job Search

Keywords: [   ]

Posted: [Last Month   ▼]

[Search] Advanced Search Search Tips

My Career Tools

0 Applications

0 Cover Letters and Attachments

0 Saved Resumes

My Profile

Cover Letters & Attachments- This shows how many attachments you have. Ctrl-Click to view them.

Latest Job Postings

⏮ First ◀ Previous | Next ▶ Last ⏭

Date	Job Title	Job ID	Location
☐ 08/21/2009	Programmer/Analyst III	3	City of Fresno

Deselect All [Save Jobs] [Apply Now] [Refer Friend]

Apply now without adding a job

Saved Resumes- This shows how many Resumes you have. Click to view them.

My Profile- This will show you your information as it's saved in PeopleSoft. All of the info listed here will automatically populate onto your application. If any info is incorrect or out of date, you will need to correct it in Self-Service.

Welcome Screen cont…

Latest Job Postings- This is where you will see all of the open positions the City of Fresno has available.

If you see a job you want to apply for straight away, click to add a checkmark to the box next to is and then click <u>Apply Now.</u>

If there's too many jobs to fit on one page, use the navigation buttons to move back and forth through the pages.

Click on the <u>Job Title</u> to see the fully detailed bulletin and the position closing date.

Careers Home
Welcome Megan

Basic Job Search

Keywords: [ ]

Posted: [Last Month ▼]

[Search] <u>Advanced Search</u> <u>Search Tips</u>

My Career Tools

<u>0 Applications</u>

<u>0 Cover Letters and Attachments</u>

<u>0 Saved Resumes</u>

<u>My Profile</u>

Latest Job Postings

◄◄ First ◄ Previous | Next ► Last ►►

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<u>Deselect All</u> [Save Jobs] [Apply Now] [Refer Friend]

<u>Apply now without adding a job</u>

Welcome Screen cont…

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Welcome Megan

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[Search] Advanced Search   Search Tips

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Latest Job Postings

◄◄ First ◄ Previous | Next ► Last ►►

	Date	Job Title	Job ID	Location
☐	08/21/2009	Programmer/Analyst III	3	City of Fresno

Deselect All [Save Jobs] [Apply Now] [Refer Friend]

Apply now without adding a job

Deselect All- Will uncheck any boxes you have marked.

Save Jobs- This feature isn't working yet. Please ignore. ☺

Apply Now- Use this when you have checked a box to apply (see previous page).

Refer Friend- This allows you to e-mail a checked job to a coworker or a friend.

If this is a promotional opportunity, only City of Fresno employees will be able to view & apply for it through Self-Service.

Welcome Screen cont…

Careers Home
Welcome Megan

Basic Job Search

Keywords: [   ]

Posted: [Last Month   ▼]

[Search]   Advanced Search   Search Tips

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0 Applications

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My Profile

Latest Job Postings

◀◀ First ◀ Previous | Next ▶ Last ▶▶

Date	Job Title	Job ID	Location
☐ 08/21/2009	Programmer/Analyst III	3	City of Fresno

Deselect All   [Save Jobs]   [Apply Now]   [Refer Friend]

Apply now without adding a job

To apply, click to check the box next to the position and then click the Apply Now button.

Resume page

Apply Now

Choose Resume

Please refer to the Resume & Attachment information on our career opportunity web page.

Resumes are viewed as additional information and will not be used to evaluate minimum requirements.

Resume Options

How would you like to proceed?

○ Upload a new resume

○ Copy and paste resume text

○ Apply without using a resume

To upload a new resume for this job, click the 1st button.

To copy and paste a resume to go with your application click the 2nd button.

To apply without a resume click the 3rd button.

Continue   Return to Previous Page

After you select one of the options above, click Continue.

Application

Scroll through the next few pages to view what a blank application will look like.

Apply Now

Complete Application

You are applying for:

Programmer/Analyst III   Remove

[Default eDevelopment Info]

You have not added any resume to your application.   Use a Different Resume

Your name and address will go here as it is in PeopleSoft.

◄ Previous   [Save]   [Submit]   [Close Application]   Careers Home   Next ►

Employment Application

Please Scroll down to complete the application. Remember to click on the Save for Later button often. However your application will only be considered by City of Fresno, after you click on the Submit button.

Application cont…

Preferences

Regular/Temporary:	Either
Desired Work Days:	☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☐ Saturday ☐ Sunday
Full/Part-Time:	Either
Desired Shift:	Day
Minimum Pay:	Per:

If you have any Employment information you wish to tell us about, enter them here.

Work Experience

You have not added any employment information to your new application.

If you have already entered information into your self service, it should be listed in the education sections.

+ Add Work Experience

Click here to add work experience.

Education History

Highest Education Level: A-Not Indicated

To add a primary or secondary school, click the Add Primary or Secondary Education History hyperlink below Primary/Secondary School Education. To change information for a school, click the hyperlink under School field. Click on delete icon to remove corresponding Primary/Secondary School Information.

Primary/Secondary

You have not added any primary or secondary education information to your application.

+ Add Primary and Secondary Education History

Adding Work Experience

Work Experience

*Start Date:	8/1/2008	*Hours Worked / Week:	40
End Date:		*Salary:	5000 Month
*Employer:	City of Fresno		
*Ending Job Title:	Staff Assistant		
*Telephone:	621-6950		
*Your Duties:	Enter your primary duties here.		
*Reason for Leaving:	Current emplouer		

Address

Country:	United States
Address 1:	2600 Fresno St
Address 2:	
City:	Fresno	State:	California
Postal:	93721

If you are done entering your employer history, click the Save & Return to go back to the main application page

Save & Return   Save & Add More   Cancel   Return to Previous Page

If you are done with one entry and you need to add another employer history, click the Save & Add More button.

* Required Field

Adding Primary/Secondary education

Add New Application

Add Primary and Secondary Education

| Save & Return | Save & Add More | Cancel | Return to Previous Page |

Enter Primary or Secondary Education Details

Country: United States

Level Achieved: High School Graduate

*School: Bullard   Other: Bullard

State: California

| Save & Return | Save & Add More | Cancel | Return to Previous Page |

* Required Field

When entering your education, you will need to use the drop down and the spy glass to select from the options available.

Use the Save & Return button if you are done with your education or the Save and Add More button if you need to add another line of education.

Application cont...

To add a degree, click the Add Post-Secondary Education History hyperlink below Post-Secondary. To change information for a degree, click the hyperlink under Degree field. Click on delete icon to remove corresponding degree.

Post-Secondary Education

You have not added any education information to your application.

+ Add Post-Secondary Education History

Click here to add college experience.

Use this page to enter any relevant training courses you have taken

Training

Course Title	Training	School Name	Start Date	
Personalities and Performance	Edit		05/20/2009	🗑
CS_The Disney Way	Edit		03/12/2009	🗑
Test Course for ISD and PSD	Edit		01/30/2009	🗑
All EE Anti Har and Anti Disc	Edit		01/01/2008	🗑

+ Add Professional Training

Click here to add Professional Training.

If you have any licenses or certificates you wish to tell us about, enter them here.

Licenses and Certificates

You have not added any licenses or certificates to your application.

+ Add Licenses and Certificates

Click here to add Certifications.

If you have taken any courses with the City of Fresno this year, that information will be listed in your training section.

Adding Post-secondary education

Add New Application

Add Post-Secondary Education

[Save & Return] [Save & Add More] [Cancel] Return to Previous Page

Enter Post-Secondary Education Details

Country: United States 🔍

State: California ▼

*School: 🔍 Other:

*Major: 🔍 Other:

*Degree: ▼

Total Hours or Units

☐ Graduated

Date Issued: 📅

[Save & Return] [Save & Add More] [Cancel] Return to Previous Page

* Required Field

When entering your education, you will need to use the drop down and the spy glass to select from the options available.

Use the Save & Return button if you are done with your education or the Save and Add More button if you need to add another line of education.

Adding Training

Add New Application

Add Professional Training

Enter Professional Training Details

*Course Title: `How to Teach`

*Training Facility: `Fresno City College`

Course Start Date: `1/1/2009`

Save & Return   Save & Add More   Cancel   Return to Previous Page

* Required Field

Type your text in these boxes.

Use the Save & Return button if you are done with your Training or the Save and Add More button if you need to add another line of Training.

Adding Licenses/Certifications

Add New Application

Add License or Certificates

License or Certificate Details

*License/Certificate: First Aid

Issuing State: CA

License/Certification Number: 123452

Date Issued: 12/12/2007

Expiration Date 12/12/2010

Save & Return   Save & Add More   Cancel   Return to Previous Page

* Required Field

When entering your Certification, you will need to use the drop down and the spy glass to select from the options available.

Use the Save & Return button if you are done with your Certification(s) or the Save and Add More button if you need to add another Certification.

Application cont...

Use this page to list your languages.

Languages

You have not added any languages to your application.

➕ Add Languages

Click here to add Languages.

If you have any memberships you wish to tell us about, enter them here.

Memberships

You have not added any memberships to your application.

➕ Add Memberships

Click here to add Memberships.

If you have any honors or awards you wish to tell us about, enter them here.

Honors and Awards

You have not added any honors or awards to your application.

➕ Add Honors and Awards

Click here to add Honors and Awards.

Enter your references here

References

You have not added any references to your application.

➕ Add Reference

Click here to add References.

Adding Languages

Add New Application

Add Language

Enter Language Details

*Language:	American Sign Language
Speaking Proficiency:	High
Reading Proficiency:	Low
Writing Proficiency:	Low

Save & Return   Save & Add More   Cancel   Return to Previous Page

* Required Field

When entering your Languages, you will need to use the drop down buttons to select from the options available.

Use the Save & Return button if you are done with your Language(s) or the Save and Add More button if you need to add another Language.

Adding Memberships

Add New Application

Add Membership Information

Enter Membership Details

Membership:	American Compensation Society
Date Issued:	1/1/2005
Mandate:	
Mandate Position:	Secretary
Mandate Begin Date:	1/01/09
Mandate End Date:	12/19/2010

Save & Return   Save & Add More   Cancel   Return to Previous Page

* Required Field

When entering your Membership, you will need to use the drop down button to select from the options available.

Use the Save & Return button if you are done with your Membership(s) or the Save and Add More button if you need to add another Membership.

Adding Honors/Awards

Add New Application

Add Honors and Awards

Enter Honor or Award Details

Honor or Award: `Employee of the Month` ▼

Presented By: `City Manager`

Date Issued: `1/15/2009` 📅

| Save & Return | Save & Add More | Cancel | Return to Previous Page |

* Required Field

When entering your Honor/Award, you will need to use the drop down button to select from the options available.

Use the Save & Return button if you are done with your Honor/Award(s) or the Save and Add More button if you need to add another Honor/Award.

Adding References

Add Reference

| Save & Return | Save & Add More | Cancel | Return to Previous Page |

Enter Reference Details

*Reference Type: Professional

*Reference Name: TJ Smith

*Title: HR Manager

Employer: City of Fresno

Telephone: 559/621-6950

Address

Country: United States

Address 1: 2600 Fresno St

Address 2:

City: Fresno   State: California

Postal: 93721

☑ **Check to have us contact this Person or leave a Comment.**

Comment: Please explain how you know this person and the best time to contact them.

| Save & Return | Save & Add More | Cancel | Return to Previous Page |

When entering your Reference, you will need to use the drop down button to select from the options available.

Use the Save & Return button if you are done with your Reference(s) or the Save and Add More button if you need to add another Reference.

Application cont...

If you answer "Yes" to any of the supplemental questions, please type your explanation in the box to the right.

Application cont...

Do you wish to apply for Veterans credits? If YES, acceptable documentary proof of U.S. Military Service Form DD214 must be submitted with this application during the filing period. Please refer to the Veterans Credit information provided on our web page.

○ Yes

Type explanation here.

○ No

Federal Law requires male U.S. citizens and aliens residing in the U.S. who are ages 18 through 25 to register with the Selective Service System. If applicable, please provide your Selective Service Number. A copy of your Selective Service confirmation.

○ I have registered with the Selective Service System. Please provide your Selective Service number in the comment box. A COPY OF YOUR SELECTIVE SERVICE CONFIRMATION IS REQUIRED AT TIME OF APPOINTMENT. You may attach as a document at time of application.

Type explanation here.

○ I am not required to register with the Selective Service System because I am exempt under the stated age and/or gender requirements.

Referral Information

How did you find out about the job?

SubSource

Specific Referral Source:

Click these downward arrows to open the drop down menu and select your answer.

Submitting/Saving an application

This page shows a summary of your requested Information. Use the Add button to enter the details. **Once** you have added your request record you can change it using the Edit button or remove it using the Delete button.

Transfers

End Date	Transfer Code	From Job Code	Pay Group	Step	To Job Codes (A-Approved / D=Denied)	
	Edit					🗑

➕ Add Transfer

Employment Application

◄ Previous | Save | | Submit | | Close Application | Careers Home   Next ►

If you need to finish the application later, click the Save button.

This is the end of the application. If you are done, you will click the Submit button.

If you've changed your mind and you don't want to complete this application, click Close Application.

Congratulations! You've applied!